

Spec. Code: 3500
Occ. Area: 10
Work Area: 380
Prob. Period: 6 mo
Prom. Line: 192, 206
Effective Date: 05/18/92

FOOD SERVICE AREA SUPERVISOR

Function of Job

Under general supervision from a designated supervisor, to perform line supervisory duties in an area (or unit) within a food service department.

Characteristic Duties and Responsibilities

1. supervises operations of a specific food service area (such as dishroom, cafeteria counter, fountain, or dining room)
2. supervises and assists in preparation and service of food
3. supervises and assists in routine maintenance and cleaning
4. requisitions food and supplies
5. maintains necessary records
6. assists with the training of employees
7. assists with preparation of area work schedules and makes necessary routine adjustments
8. promotes good customer relations
9. promotes good safety and sanitation procedures
10. assists with development and practice of security regulations
11. performs related duties as assigned

Minimum Acceptable Qualifications

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. three years of food service experience. (High school education may be substituted for food service experience on the basis of two years of education being equal to one year of food service experience.)

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. supervisory ability